



Sale
Grammar
School

WORK EXPERIENCE

9th JULY – 13th JULY 2012

**INFORMATION
FOR
PARENT/CARER**

November 2011

Dear Parent/Carer

Work Experience 9th – 13th July 2012

As an integral part of the Year 10 curriculum, your son/daughter will undertake a period of work experience from Monday 9th July to Friday 13th July 2012. This is designed to give each student a greater understanding of the world of work, prepare them for the responsibilities and opportunities of adult life and the opportunity to work with adults other than teachers.

Students are required to find their own placement, accompanying this letter are booklets for yourself, your son/daughter and the placement provider to assist with the process.

All placements will be checked for suitability by my-work-experience.com. Students will be afforded protection and rights under all current employment legislation.

All placements are required to complete a 'work experience placement form' which you will find in the employers booklet. This form needs to be completed and signed by the employer, signed by yourself and your son/daughter then returned to school. On receipt of the paperwork I will sign the form and pass it onto my-work-experience.com. This form needs to be returned to me as soon as a placement has been agreed but no later than **Friday 24th February 2012**.

I strongly advise students to start looking now for a placement, there are many schools which go out on Work Experience during the Summer Term so competition for placements is high. If students do leave looking for a placement until nearer the deadline they may be disappointed if they cannot obtain a placement of their choice.

You need to consider the location of the placement as students will be expected to make their own way to the placement and are required to work the placement provider's normal working hours, please note we cannot authorise any placement outside of the UK.

Students are requested to keep the above dates free of commitments. We suggest that arrangements are made well in advance to change any commitments, such as part time employment, should they clash with Work Experience hours.

Further information will follow throughout the year however you will find all information and copies of paperwork on the school website. If you have any questions please do not hesitate to contact me.

Yours sincerely

Miss Paula Wallace
Work Experience Coordinator
paulaw@salegrammar.co.uk

WORK EXPERIENCE

Work Experience is an opportunity for your son/daughter to experience the world of work. The main objective is to get a good experience of an adult work environment, get there on time, be polite etc. Some students may feel as though they have already experienced this through part time employment or Saturday jobs. If this is the case their Work Experience will give them the chance to experience something new and different.

Your son/daughter has been given a booklet that will advise them on how to find a work placement. You may wish to read through the booklet with them.

Although students do not go on Work Experience until July 2012, the process has to start many months in advance in order for all paperwork and checks are in place to ensure your son/daughter's health, safety and welfare whilst at the placement.

All placements will be checked for their suitability by my-work-experience.com. On the information submitted to my-work-experience.com by the placement provider, they will inform us of any concerns they have over the use of the placement. If it is deemed that a placement is not suitable we will not authorise your son/daughter to attend the placement.

Should you decide to allow your child to attend a placement that we have classed as unauthorised, we cannot take any responsibility for your child whilst they are at the placement. The arrangements for the placement will be directly between yourselves and the Company. In these circumstances we are required to mark your son/daughter as unauthorised from school for the duration of the placement and your child will not be issued with a log book or Work Experience Certificate.

At this point we should point out that we cannot authorise any placement with a provider that does not hold Employers Liability Insurance.

If a Company asks you or your child to sign any agreement or contract at any stage during the process you must contact Miss Wallace, Work Experience Coordinator, who will check it is OK for you to sign the paperwork. If you do go ahead and sign the paperwork without first informing Miss Wallace, it could deem the placement as unauthorised.

HOW CAN PARENTS/CARERS HELP?

- Help your son/daughter to understand the goodwill of employers offering placement opportunities.
- Should your son/daughter not be successful in obtaining a placement on their first or second attempt, encourage them to keep trying. There are many students, not just from our school contacting companies for work placements.
- Help your son/daughter with their search for a placement, encourage them to look in the yellow pages, on the internet, or you may have some friends or family you can ask to help.
- Ensure that all paperwork is completed and returned by the set deadlines. Assist your son/daughter in chasing up paperwork from placement providers if necessary.
- Ensure that if a pre-placement interview is required that your son/daughter attends. Failure to attend can result in the company withdrawing the placement.
- Help your son/daughter to adopt good work habits, e.g. punctuality, appropriate appearance and behaviour.
- Ensure that your son/daughter attends the placement every day.
- Contact the school and the employer should your child be unable to attend the placement.
- Inform the school of any difficulties or concerns you or your son/daughter may have during the process.
- Discuss the placement with your son/daughter and encourage them to complete their diary (this will be issued nearer the placement date).
- Encourage your son/daughter to have a positive approach to the placement, even if it isn't quite what they expected.

Working Hours

The Working Time Regulations 1998 apply to students on Work Experience however, the number and pattern of hours worked is normally agreed by the employer, school, student and parent/carer. If possible, normal hours should be worked, but students are not allowed to work outside any hours specified by legislation. If a company's hours are 8am to 5pm, it is not expected that students arrive at 9am and leave at 4pm.

It is illegal for students to work more than 5 consecutive days, so if a student does 5 days Work Experience in their placement they will not be able to carryout Saturday and/or Sunday employment either side of the work experience period.

Transport and Meals

Students are expected to make their own way to and from their placement.

For students who have bus passes we can provide a variance voucher which will enable students to embark/disembark at different points to that stated on their bus pass. Variance Vouchers can be obtained from Student Services.

Any student in receipt of free school meals is entitled to the same provision whilst on Work Experience. A letter will be sent to parents/carers nearer the time informing you of the procedure to follow.

Please note that during break and lunchtime there may be limited or no supervision of your son/daughter and they may be allowed to leave the employer's premises during these times. If you have any concerns regarding this you should contact Miss Wallace, Work Experience Coordinator.

Health and Safety

During preparation in school, students will have the importance of Health, Safety and Welfare responsibilities at work outlined to them. The employer will need to reinforce Health and Safety responsibilities at the start of the placement.

All companies must have in place Employers Liability Insurance, adequate supervision and management of risk and welfare arrangements.

my-work-experience.com, the company who are undertaking the suitability checks, after receiving the paperwork from the placement provider may need to make a visit to the work premises of the provider. If such a visit is required and the placement provider do not allow my-work-experience.com to visit, the placement will not be authorised.

Students and Parents/Carers are asked to report any accidents or incidents that occur during the placement period to Miss Wallace, Work Experience Coordinator.

We will issue a medical form at a later date which will need to be completed by yourself and your son/daughter, we will be asking for consent to pass the information onto the placement provider. Employers are informed that the information is confidential and should only be disclosed to appropriate persons.

A member of staff from school will be contactable for the duration of your son/daughters placement, contact numbers will be issued nearer the placement date. Should you have any concerns during the placement period you should contact the School in the first instance. These contact numbers will also be given to students and placement providers.

If any behaviour incident occurs which results in a student being removed from the workplace, the employer is asked to notify the School immediately. The student will be expected to attend School for the remainder of the placement period.

Cancellation of Placement

Unfortunately, some placements do withdraw their offer of Work Experience. If this situation arises, depending on what time of year it occurs your son/daughter may time to find another placement. If a placement withdraws within four weeks of the commencement date, we will do all we can to help find another placement and have the suitability of the placement checked, but should this not be possible then your son/daughter will be required to attend school and assist with the schools Enrichment Week.

After Work Experience

Whilst Work Experience is discussed when students return to school, you can help by discussing the positive aspects of having undertaken a placement. Students should know more about the world of work, have a better understanding of their own strengths and weaknesses and have practised or acquired important skills – including communication and team working. Most students get a very positive report from their employer.

Certificates will be issued once attendance and satisfactory completion of Work Experience can be confirmed. Students who attend an unauthorised placement will not receive a certificate.

If you have any further queries regarding Work Experience please do not hesitate to contact Miss Wallace, Work Experience Coordinator at the School.

WHAT DID THE STUDENTS & PARENTS/CARERS SAY ABOUT WORK EXPERIENCE THIS YEAR

PARENTS/CARERS

The organisation where my child was placed arranged a varied timetable of Work Experience and they were well looked after. All in all an enjoyable, productive work placement which opened their eyes to what the work environment could be like.

I noticed that he was pleased with the way he was treated, and found the experience to be very positive, both in terms of fitting in and being trusted to perform work.

As the experience was in an area he was already familiar with, we felt he would have been better further out of his comfort zone.

Our daughter thoroughly enjoyed the work experience. It helped with her self-confidence and was an excellent experience of a career she is extremely interested in. She was given an excellent insight and the employers were very helpful and encouraging.

STUDENTS

I thoroughly enjoyed the week, I liked the way I was given freedom to work on tasks independently and given a chance to solve my own problems. I have always been interested in mechanical things so this sort of placement was perfect for me. Not only has the placement given me experience in what a work environment is like, it has furthered my knowledge in Electronics which I am studying at GCSE.

I have learnt that I am skilled in designing which shows in my work, but also links with Art which I am studying at school and interested to pursue. A Graphic Designer is not what I want to be but it is definitely an option. I feel more confident meeting new people and gained confidence in myself.

I have learned how to work in a team and what it takes to be a good employee. I was told a Chinese proverb while I was there which is exactly what the Company is about. Tell me and I'll forget, show me and I may remember, involve me and I will understand.

At the start of the week I was very reluctant and nervous to start Work Experience. On my first day no one knew me, I was unfamiliar with the surroundings and I struggled to complete the jobs correctly. However, over the next 2 – 3 days I got use to doing jobs and completed all tasks I was given. By the end of the week I had enjoyed my experience and feel that I had bonded with my co-workers.

What does your son/daughter need to do now?

- Read through the information booklet they have been issued.
- Search for a placement.
- Return the completed Self Placement Form by **Friday 24th February 2012**.
- Remember if at any point your son/daughter has any questions they should go and see Miss Wallace, Work Experience Coordinator.
- If you have any queries please contact Miss Wallace, Work Experience Coordinator on 0161 973 3217 or by email paulaw@salegrammar.co.uk